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ABSTRACT

Using the skills and knowledge obtained in Office Career Occupations No. 3, the students will continue to develop their abilities in filing, communication, and computation. A basic understanding of profit and loss, the addressing machine, and basic machine transcription will be provided. The 90-hour course also includes application problems for the full- and ten-key computing machines and a unit on change making. Additional emphasis is placed on problem typing (business letters, application blanks, personal data sheets, and duplicating stencils and masters) and supervised operation of duplicating machines. Students will be exploring the fundamentals of recordkeeping. Goals, specific block objectives and a bibliography of basic references, handbooks, and other resource materials accompany the course outline. An appendix offering post-tests conclude the document. (NW)

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V-213

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AUTHORIZED COURSE OF INSTRUCTION FOR THE QUINMESTER PROGRAM

V-213

Course Outline
VOCATIONAL OFFICE EDUCATION, CLERICAL - 7645
(Office Career Occupations No. 4)
Department 48 - Quin 7645.14

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DADE COUNTY PUBLIC SCHOOLS

DIVISION OF INSTRUCTION • 1973

D A D E C O U N T Y P U B L I C S C H O O L S

1 4 5 0 N O R T H E A S T S E C O N D A V E N U E

M I A M I, F L O R I D A 33132

Course Outline

VOCATIONAL OFFICE EDUCATION, CLERICAL - 7645
(Office Career Occupations No. 4)

Department 48 - Quin 7645.14

county office of

VOCATIONAL AND ADULT EDUCATION

THE SCHOOL BOARD OF DADE COUNTY

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Dr. E. L. Whigham, Superintendent of Schools
Dade County Public Schools
Miami, Florida 33132

November, 1973

Published by the School Board of Dade County

Course Description

7645	48	7645.14	Office Career Occupations No. 4
State Category Number	County Dept. Number	County Course Number	Course Title

Using the skills and knowledge obtained in Office Career Occupations No. 3, the students will continue to develop their abilities in filing, communication, and computation. A basic understanding of profit and loss, the addressing machine, and basic machine transcription will be provided. This course also includes application problems for the full- and ten-key computing machines and a unit on change making. Additional emphasis is placed on problem typing (business letters, application blanks, personal data sheets, and duplicating stencils and masters) and supervised operation of duplicating machines. Students will be exploring the fundamentals of recordkeeping.

Indicators of success: Following guidelines supplied by the Director of Vocational Program Services, the counselor and principal select and recommend students for admission to the program. Before entering OCO No. 4, students must have attained the objectives of OCO No. 3 (7645.13)

Clock hours: 90

PREFACE

The following course outline has been prepared as a guide to help students gain a better understanding of office occupations and to further develop skills necessary for successful employment.

Since typewriting is a basic activity in the business office, a major emphasis is placed on the continued building of skill. Students improve their accuracy and increase their speed with drill work and timed writings. Business letters, personal data sheets, application blanks, making address plates and using basic transcribing machine techniques are stressed as a more advanced level of problem typing.

Clerical workers are often required to prepare materials for duplicating. In this course, students are given the opportunity for more practice in the typing and drawing on masters and stencils; learning experiences are provided in the basic operation of duplicating machines.

Recordkeeping is a vital function of the business world. Fundamental terms and principles of bookkeeping are introduced and students learn some of the basic procedures of recordkeeping. In this unit, change making and check writing are also emphasized.

Students increase their skills in filing, oral business communication, and the operation of computing machines. Since there often is a limited assortment of machines available, a rotation plan is used to give each student an opportunity to work on the various types.

The teacher is encouraged to refer to the composite goals for the four quinmester courses, to determine if all aspects of the course have covered in the evaluation of learning for each child. These goals can be found in the appendix.

The course is written for one quinmester. It is a two-hour instructional

block for a total of 90 hours. The outline consists of six blocks Classroom instruction includes instruction (or assignment) sheets, demonstrations, explanations, group discussions, chalkboard presentations, audio-visual aids, and guest speakers. The teacher is encouraged to arrange for individual as well as large and small group work.

The course introduces new material and is a continuation of skill-building for those students who have successfully attained the goals of OCO No. 3 (7615.14).

This outline was developed through the cooperative efforts of the instructional and supervisory personnel, the Quimester Advisory Committee, and the Vocational Curriculum Materials Service and has been approved by the Dade County Vocational Curriculum Committee.

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with Suggested Hourly Breakdown

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II. DUPLICATING MACHINES (8-12 Hours)	
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III. INTRODUCTION TO RECORDKEEPING AND BOOKKEEPING (12-18 Hours)	
Basic Recordkeeping Responsibilities	2
Exploration of Fundamentals of Bookkeeping	2
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The Office Career Occupations No. 4 student must be able to demonstrate:

1. Skill in the application of typing rules that apply to punctuation, capitalization, word division, and abbreviations.

2. Preparation of duplicating materials (fluid masters and ink stencils) using typing, lettering guides, shading plates and freehand drawing.

3. Proper operation of duplicating machines (fluid and ink) under supervision.

4. The correct typing of figures.

5. Ability to apply correct form in the typing of business letters, personal data sheets, and application blanks.

6. Basic knowledge of the function of duplicating machines.

7. An understanding of basic recordkeeping procedures and fundamental terms and principles of bookkeeping.

8. Increased ability to apply proper fingering techniques in the operation of full- and ten-key computing machines.

9. Increased basic skill in the application of filing rules.

SPECIFIC BLOCK OBJECTIVES

BLOCK I - TYPEWRITING

The student will be able to:

1. Demonstrate at the typewriter the use of good typing techniques.
2. Type a five-minute timed writing (syllabic intensity of 1.4) at a minimum speed of 20 gross words a minute with five or less errors.
3. Exhibit a knowledge of typing rules (punctuation, capitalization, word division, abbreviations, use of figures) by applying them correctly to typed material.
4. Show an understanding of proofreaders' marks by typing edited rough draft copy and making the corrections as indicated.
5. Type application blanks, personal data sheets, and business letters in correct form.
6. (Optional) Type address plates for addressing machine.
7. Type a brief business letter from paced recorded dictation.

BLOCK II - DUPLICATING MACHINES

The student will be able to:

1. Demonstrate ability to prepare simple materials for the fluid and ink duplicators by typing a master and a stencil and using styli, lettering guides, shading plates and mimeoscope.
2. List and explain the steps involved in the operation of fluid and ink duplicating machines.
3. Produce, under supervision, on at least one type of duplicating machine, copies that are distinct and well-placed, from a given master or stencil.

BLOCK III - INTRODUCTION TO RECORDKEEPING AND BOOKKEEPING

The student will be able to:

1. Demonstrate a knowledge of the basic duties of a cashier by successfully completing a selection of problems such as those relating to proof of cash, bank deposits, making change and petty cash records.
2. Accurately compute a payroll problem which includes overtime wages and deductions.
3. Perform the necessary procedures involved in maintaining a checking account.
4. Demonstrate an understanding of the fundamentals of bookkeeping by defining a selected list of 10 terms.

BLOCK IV - COMPUTING MACHINES - SKILL DEVELOPMENT

The student will be able to:

1. Accurately complete simple problems on full- and ten-key computing machines using proper fingering.

BLOCK V - ORAL COMMUNICATION AND FILING APPLICATION PROBLEMS

The student will be able to:

1. Demonstrate knowledge of the importance of communication to business and the elements and qualities needed to promote good oral and written communication by answering questions on the subject.
2. Demonstrate a knowledge of alphabetic, numeric, geographic and subject filing by completing sample projects more advanced than those in OCO No. 3.

BLOCK VI - QUINMESTER POST-TEST

The student will be able to:

1. Satisfactorily complete the quinmester posttest.

Course Outline

VOCATIONAL OFFICE EDUCATION, CLERICAL - 7645
(Office Career Occupations No. 4)

Department 48 - Quin 7645.14

I. TYPEWRITING

A. Skill Development
1. Typing techniques - review and remedial drill
2. Speed building
   a. Speed-spring drills
   b. Timed-writings (5-minute)
3. Typing rules (review)

B. Problem Typing
1. Personal data sheets
2. Business letters
   a. Placement review
   b. Styles review
   c. Special letter parts
      (1) Carbon copy notations
      (2) Subject line
      (3) Attention line
      (4) Reference initials
      (5) Postscript
      (6) Typed company name
3. Application blanks

II. DUPLICATING MACHINES

A. Fluid Spirit Duplicator
1. Preparing masters
   a. Typing the Master
   b. Making corrections
   c. Drawing a simple design
   d. Using colored carbons
2. Preparing and operating the machine
   a. Placing the paper
   b. Adjusting the feed and numbering mechanisms
   c. Filling fluid container
   d. Priming the machine
   e. Attaching the master
   f. Running the copies
   g. Removing the used master
   h. Care of the machine

B. Stencil (Ink) Duplicator
1. Preparation of stencils
   a. Planning placement
   b. Typing the stencil
   c. Using correction fluid
   d. Using styli, shading plates and lettering guides on a scope with T-square

2. Preparation and operation of machine
   a. Inking the cylinder
   b. Adjusting paper and feed mechanism
   c. Attaching the stencil
   d. Running the copy
   e. Storing the stencils
   f. Turning off and covering the machine

III. INTRODUCTION TO RECORDKEEPING AND BOOKKEEPING

A. Basic Recordkeeping Responsibilities
   1. Cashier's records
      a. Recording receipts
      b. Proof of cash
      c. Cashier's daily report form
      d. Bank deposits
         (1) Counting coins and bills
         (2) Wrapping coins and packaging bills
         (3) Completing tally sheets
         (4) Endorsing checks
         (5) Preparing deposit slips
   2. Checks and bank statements
      a. Writing checks
      b. Finding checkbook balance
      c. Reconciling statements
   3. Petty cash records
   4. Payroll records
      a. Computing hours from time cards
      b. Computing wages
         (1) Overtime
         (2) Deductions
   5. Change making

B. Exploration of Fundamentals of Bookkeeping
   1. Basic terms
   2. Principles
      a. Personal balance sheet
      b. Worksheet
      c. Income statement

C. Free Enterprise System
   1. Basic definition
   2. Profit and loss

IV. COMPUTING MACHINES - SKILL DEVELOPMENT

A. Review of Functions and Techniques
   1. Full-keyboard
   2. Ten-key
   3. (Optional) Display and printing calculators

IV. COMPUTING MACHINES - SKILL DEVELOPMENT (Contd.)

B. Skill-Building Drills

V. ORAL COMMUNICATION AND FILING APPLICATION PROBLEMS

A. Oral Communication in Business
   1. Speech development (listen-respond-record center)
   2. Telephone techniques (Teletrainer)

B. Application of Filing Skills
   1. Simulated acti ities
   2. Practice sets

VI. QUINMESTER POSTTEST

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(Office Career Occupations No. 4)

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Pamphlets:

1. The Bureau of Business Practice. Office Girl's Workshop, Booklets 1-18. Waterford, Conn.: 1964.

Instructional Unit:

1. Ditto Direct Process Instruction Unit: Chicago: Ditto, Inc.

2. Mimeograph Instruction Series. Chicago: A.B.Dick Company

Learning Activity Packages (Teacher Packages also available for all listed):

1. Bookkeeping I. Miami: Textbook Services, Dade County Public Schools, 1971.
   - 11A-LP-0 ORIENTATION, BOOKKEEPING I
   - 11A-LP-1 STARTING A BOOKKEEPING SYSTEM, BOOKKEEPING I
   - 11A-LP-2 RECORDING THE OPENING ENTRY, BOOKKEEPING I
   - 11A-LP-3 POSTING THE OPENING ENTRY, BOOKKEEPING I

2. Cash Register. Miami: Textbook Services, Dade County Public Schools, 1971.
   - 11L-MP-2A GETTING READY
   - 11L-MP-2B HANDLING MONEY

3. Touch Typing. Miami: Textbook Services, Dade County Public Schools, 1971.
   - 11S-MP-24 WORD DIVISION
   - 11S-MP-26 PARTS OF LETTERS
   - 11S-MP-27 CARBON COPIES AND SMALL ENVELOPES
   - 11S-MP-28 PROOFREADERS' MARKS

Films available from Dade County Audio-Visual Services:

1. Bookkeeping and Accounting. 16 mm. 11 min. Black and White. Sound. #1-04011.

2. Duplicating by the Spirit Method. 16 mm. 14 min. Color. Sound. #1-11566.

3. Mimeographing Techniques. 16 mm. 16 min. Color. Sound. #1-11571.

Filmstrips and/or Slides:

1. Techniques of Modern Mimeographing, Part I. "The Stencil." 35 mm. 22 min. Color. Sound record. Available for automatic (Dukane) or manual sound filmstrip projectors. A.B. Dick Company, 3535 N.W. 7th St. Miami, Florida 33125.

2. Techniques of Modern Mimeographing, Part II. "The Mimeograph." 35 mm. 24 min. Color. Sound. 33 1/3 RPM record. Available for automatic (Dukane) or manual sound filmstrip projectors. A. B. Dick Company, 3535 N. W. 7th Street, Miami, Florida 33125.

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A P P E N D I X

Quinmester Posttest Sample

QUINMESTER POSTTEST BEST COPY AVAILABLE

Name _____ Date _____ Score _____

I. TYPEWRITING

1. Students' typing techniques will be evaluated by the teacher through the use of a detailed technique checklist.

2. The teacher will administer three 5-minute timed writings having at least 1.4 syllabic intensity. Suitable material should be taken from a junior high school typewriting textbook.

3. The following letter is to be typed from paced dictation recorded in advance by the teacher. The typed copy shall be checked for knowledge of rules covering punctuation, capitalization, word division, abbreviations, and use of figures.

   (To be dictated):

   Use your own return address and the current date. Use a 50-space line, block style, and mixed punctuation. Address the letter to: Mr. John A. Rollins, 234 West Main Street, Jackson, Illinois 45301. Dear Mr. Rollins: I wish to apply for the position of clerk that you have advertised in today's Jackson Herald. (P) I am 17 years old and have finished the eleventh grade at Jackson High School. I would like very much to get a summer job that will help me to get more business experience and also to save money for my college education. (P) Last year I spent an hour a day working in the school attendance office. Mr. Ralph Andrews was my supervisor and has given me permission to use his name as a reference. (P) What day may I come in after school for an interview? My telephone number is 432-8260. Sincerely yours, (Type and sign your own name).

4. Students are to complete an application blank, filling in every blank completely. They are to use an education and a work record that they would like to have.

5. Students are to type a personal data sheet, using information that is similar to that in the application blank. They may use as a reference for format, a typing textbook or other suitable textbook.

6. Students are to type from edited rough draft copy, making corrections as indicated by proofreaders' marks. (See Personal Typewriting for Jr. High Schools, 3rd ed., Manous and Haggblade, South-Western Publishing Co., p. 67, or Gregg Jr. High Typing, 2nd ed., Cook, Fred S., et al, McGraw-Hill Book Co., p. 52.)

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II. DUPLICATING MACHINES

1. Using a stencil, styli, lettering guides, shading plates, and a mimeoscope, students will make a bulletin board announcement advising students to sign up for Office Career Occupations. They should first draw a rough draft to trace onto the stencil.

2. Students will type a page of selected material on a spirit master, making neat corrections as necessary.

3. Under supervision, students will produce five clean, well-placed copies of the stencil or master prepared as above.

4. Students will answer quiz on next page.

DUPLICATING MACHINES QUIZ

DIRECTIONS: Answer the following by placing an "S" (for spirit duplicator) or "I" (for ink duplicator) after each statement, showing to which type of machine the information applies.

1. A clear liquid, rather than purple ink, is used. _____

2. Ink is pressed through holes in the stencil. _____

3. Both pressure and fluid are turned up to make darker copies, but fewer can be made by doing this. _____

4. The color is washed from the master onto the clean paper. _____

5. Hundreds of clear copies can be made from a stencil that can be used many times. _____

6. Masters can be re-used, but will begin to fade after 150 to 200 copies have been made. _____

7. Liquid or paste ink is used, depending on the type of machine. _____

8. Slick paper is used so the color will not soak into the paper. _____

9. The paper table can be loaded with as many as 500 sheets. _____

10. The machine must be properly primed. _____

III. RECORDKEEPING AND BOOKKEEPING

1. In your work as a cashier, you started the day with a register reading of $1094.83 and a change bank of $200.00. At the end of the day, your register reading was $1788.22 and your drawer contained $893.49 in cash.

   Complete the Proof of Cash form below.

PROOF OF CASH

Date_____

Register reading, end of day		
Register reading, start of day		
Sales for the day		
Cash in register at start of day		
Cash that should be in register, end of day		
Cash in register, end of day		
Cash short or over		

2. Complete the bank deposit slip to put the above amount of cash into the store's account. You have 129 one-dollar bills, 19 five-dollar bills, 12 ten-dollar bills, 14 twenty-dollar bills, 14 pennies, 162 nickels, 150 dimes, 101 quarters, and 42 half-dollars.

MIAMI BANK

Deposited by _____, 19___

PLEASE OMIT ALL DOLLAR SIGNS

	Dollars	Cents
Bills		
Coins		
Checks List each check separately		
TOTAL		

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III. RECORDKEEPING AND BOOKKEEPING (continued)

3. The teacher will provide the necessary forms and tables to have the students compute a payroll problem which includes overtime wages and deductions. (See General Recordkeeping, 5th ed., Heiges, P. Myers, et al, McGraw-Hill Publishing Co., P. 166, or Clerical Record Keeping, 3rd ed., Baron and Steinfeld, South-Western Publishing Co., pp. 461 and 485. Refer also to workbooks for these textbooks.

4. The teacher will provide problems requiring the completion of three or more checks and stubs and maintaining the correct balance. (See Clerical Record Keeping, 3rd ed., Baron and Steinfeld, South-Western Publishing Co., p. 95, and accompanying workbook).

5. The students will answer quiz on next page.

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III. RECORDKEEPING AND BOOKKEEPING (continued)

DIRECTIONS: Match the following list of bookkeeping terms to the definitions given:

A. Accounts Receivable	E. Balance Sheet	I. Post
B. Debit	F. Assets	J. Proprietorship
C. Journal	G. Liabilities	
D. Accounts Payable	H. Credit	

(1) Things that are owned. _____

(2) Report of what is owned, what is owed, and net ownership. _____

(3) The right side of a T account. _____

(4) Net worth of the business. _____

(5) Debts owed to the company. _____

(6) Companies to which the business owes money. _____

(7) Book of original entry. _____

(8) Transfer information from journal to a ledger account. _____

(9) Debts owed by the company. _____

(10) The left side of a T account. _____

IV. MACHINES SKILL DEVELOPMENT

DIRECTIONS: Compute the following problems on a 10-key adding machine:

1.
159,004
89,348
93,450
889
2,108

2. 258 x 2,345

3.
8,405.18
-1,920.98

4.
84.85
x .058

5. 4175 ÷ 25 =
(Reciprocal .04)

DIRECTIONS: Compute the following problems using a full-key adding machine:

1.
150,987
2,989
154
2,160
1,113

2. 235 x 45 =

3.
6,870.00
-1,989.10

4.
965.04
x 5.04

5.
551.78
-824.61

V. COMMUNICATION AND FILING

1. Name three office jobs that require good oral communication and explain why.

(1) _____

_____

(2) _____

_____

(3) _____

_____

2. List three office jobs in which written communication would be important. Give an example for each to show why.

(1) _____

_____

_____

(2) _____

_____

_____

(3) _____

_____

_____

3. Name five things you could do to improve your oral communication.

(1) _____

(2) _____

(3) _____

(4) _____

(5) _____

V. COMMUNICATION AND FILING (continued)

4. List five ways in which you could try to improve your written communication.

(1) _____

(2) _____

(3) _____

(4) _____

(5) _____

5. What does the word communication mean to you?

_____

_____

_____

_____

6. Which name should be filed last? _____

A. Dover Elementary School, Wilmington
B. Podunk High School, Middleton
C. Saratoga High School, Wilmington
D. Western Middle School, Arcadia

7. Jos. is filed as if it were _____

8. Jones of California is filed _____
(before/after) Jones Camping Supply Co.

9. U. S. Dept. of Commerce is filed under _____

_____ _____.

10. Which name is filed last? _____

A. George St. John
B. Dr. John A. Santos
C. President Omar T. Redding
D. Lord William

QUINMESTER POSTTEST

KEY

I. TYPEWRITING

3. The typed letter should appear in this format:

Your return address
Your city, state, and zip code
Current date

Mr. John A. Rollins
234 West Main Street
Jackson, IL 45301

Dear Mr. Rollins:

I wish to apply for the position of clerk that you have advertised in today's Jackson Herald.

I am 17 years old and have finished the eleventh grade at Jackson High School. I would like very much to get a summer job that will help me to get more business experience and also to save money for my college education.

Last year I spent an hour a day working in the school attendance office. Mr. Ralph Andrews was my supervisor and has given me permission to use his name as a reference.

What day may I come in after school for an interview? My telephone number is 432-3260.

Sincerely yours,

Your own name

urs

QUINMESTER POSTTEST KEY (continued)

II. DUPLICATING MACHINES

1. S	5. I	9. I
2. I	6. S	10. S
3. S	7. I	
4. S	8. S	

III. RECORD KEEPING AND BOOKKEEPING

1. Proof of Cash

1788.22
- 1094.83
693.39
+ 200.00
893.39
- 893.49
.10 OVER

2. Bills $624.00
Coins 69.49
Total $693.49

5. 1) F	5) A	9) G
2) E	6) D	10) B
3) H	7) C	
4) J	8) I	

IV. MACHINES SKILL DEVELOPMENT

10-Key	Full Keyboard
1) 344,799	1) 157,403
2) 605,010	2) 10,575
3) 6,484.20	3) 2,880.90
4) 4.5213	4) 4,863.8016
5) 167	5) - 272.83 (or Cr.)

V. COMMUNICATION AND FILING

6. C	8. before	10. B
7. Joseph	9. United States Government	